# Project Development Plan

Applying agile and iterative project management methods

Break down your first milestone into achievable tasks.

* **Goal:** Develop, deliver, and sustain complex products through collaboration, accountability, and iterative progress.
* **Process:** What are the milestones in my roadmap? → What will be my minimum viable product (MVP) to start working towards each of these milestones? → What are other tasks that I need to do to accomplish my milestone? → Can I break them down even further? → What is the expected timeline for these tasks? → What are the resources I need? → Who can do this? → Review your assignment with mentor → Share on your GitHub, or the OLS GitHub issue for your project

Start with milestones that will help you create a minimum viable product of your project.

*“A* ***minimum viable product*** *(****MVP****) is a version of a product/project idea with just enough features to gather feedback from users/stakeholders for future product development.*

*This can help you develop products time- and cost-effectively that meet the exacting needs of your target audiences.”*

**Some tips:**

* Start with the most immediate milestone and break them down into doable tasks
* For the milestone that is planned for near future break them down into convenient chunks but remember, it is an iterative process and you will come back to it again and probably break them down further
* Don’t spend a lot of time right now on the long term milestones as they tend to change over time!

# 

## **Your Assignment**

### Milestone: 1 from your roadmap

Short description of the milestone 1:

***Table to help you break down your tasks (add more rows as needed)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Different stages of this milestone (start with a MVP) | Tasks Broken down in smaller chunks | Can I break them down any further? | Expected Timeline for each task | Resources needed | Who can do this task |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 

### Milestone: 2 from your roadmap

Short description of the milestone 2:

***Table to help you break down your tasks (add more rows as needed)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Different stages of this milestone (start with a MVP) | Tasks Broken down in smaller chunks | Can I break them down any further? | Expected Timeline for each task | Resources needed | Who can do this task |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Add more milestones as needed! Enjoy planning and developing your project.**

# Examples:

# *These examples are to help you think about your projects. Feel free to skip this section if you feel comfortable creating a development plan for your projects already!*

We have an example [bioinformatics](#_2s8eyo1) plan and an example [community](#_17dp8vu) plan for you to look at.

## Example 1 - bioinformatics

Bioinformatics project: **Create a workflow that selects protein structure that have 5 desirable features of amino acid residues**

**Milestone**:

1. Get all the files from the Protein DataBase (PDB) for my list of proteins automatically
2. Parse PDB files to check all residue information and identify those with my 5 desirable features
3. Create an output that consists of my proteins of interest (that have all my 5 features) with information that will give useful information to my users

*Breaking down my milestone number 2*: Parse PDB files to check all residue information and identify those with my 5 desirable features

***Table to help you break down your tasks (add more rows as needed)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Different stages of this milestone (start with a MVP) | Tasks Broken down in smaller chunks | Can I break them down any further? | Expected Timeline for each task | Resources needed | Who can do this task |
| Step 1 (MVP): Parse 1 file to select protein with 1 desirable feature | Select a protein and define 1 desirable feature |  | ½ day | Local PDB file, a piece of code that defines an algorithm to select protein based on 1 feature | I can code this in Python, my supervisor can help me review my code |
| Step 2: Parse many files to select protein with 1 desirable feature | Select a list of protein and define 1 desirable feature |  | 1 week | Expand the step-1 code that can be applied to multiple files |  |
| Step 3: Parse many files to select protein with more than 1 desirable feature | Select a list of proteins (of interest) and more than 1 desirable features | Test step 2 code on different features individually and then keep adding new features | 1 month | Expand the step-2 code that can be applied to multiple files and selects proteins by multiple features |  |
| Step 4: Parse many files including negative data sets to select protein with 5 desirable feature | Select negative dataset |  | 3 months | Check Step-3 code to as many proteins as possible including negative data to identify exceptions |  |

## Example 2 - online community

Community project: **Set an online community of open advocates in my area (i.e. Heidelberg)**

**Milestones:**

1. Identify target audience (University students, Library staff, open researchers, etc.)
2. Create an online forum (website for information, a slack channel for communication, a Twitter account or mailing list)
3. Reach out to my target audience (contact by email, organise an in-person meet up)
4. Involve people actively (invite volunteers, define tasks for them, identify roles for them, share available resources with them)

*Breaking down the milestone 1*: Identify Target Audience

***Table to help you break down your tasks (add more rows as needed)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Different stages of this milestone (start with a MVP) | Can we breakdown this into small Tasks | Can I break them down any further into smaller chunks? | Expected Timeline for each task / chunks | Resources needed | Who can do this task |
| Step 1 (MVP): Identify one key member from each research organisation who can help in reaching out to a wider audience | List of all research and other relevant organisations in my area | No | 2 days | people in my network who can share names of these organisations, online forum where I can search or ask about these organisations |  |
| Step 2: List of departments in each organisation with a key contact person with their contact detail, hopefully the person from step-1 can help | Contact of a particular staff in these departments who might be interested in public engagement (community or communications manager) |  |  | Organisations websites, personal contacts in these organisations who can put me touch with the right person |  |
| Step 3: An email draft that can be sent to them | Are there examples online, does someone has already done this who can help me with this etc. |  | 1 additional day |  | Someone who can help edit and proofread, someone who can provide feedback before the email is sent out |
| Step 4: Important information that should be included in the email including the list of tasks/roles/expectations from these members | My project vision, what am I trying to achieve with this project, how will this project benefit the organisation or person etc., gather info about the relevant platforms that already exist in their organisation, highlight their own work (their personal benefit) | Expectations from these members: Share about my project in their network and vice versa,   Their roles: host an event in their organisation, sponsor a meetup event, become co-organiser, representatives of my program in their organisation | 1 additional day |  | Other team members of my projects who can help brainstorm and develop this list |

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